

ALISAL

PLEASE POST

UNION SCHOOL DISTRICT

SEPTEMBER 18, 2025

Job Announcement

CLASSIFIED POSITION

Job No. 1178

Position: **SECRETARY IV**

*****Spanish/English Bilingual Required*****

Assignment: **SPECIAL EDUCATION DEPARTMENT**

Monday through Friday, 8:00 a.m. – 5:00 p.m.

40 hours/week.; 260 days/year; 12 month

Salary Range: Step 1 \$23.54 Step 2 \$24.71 Step 3 \$25.94
 Step 4 \$27.26 Step 5 \$28.63 Step 6 \$30.04

Application Transfers within the same job classification and all other Applicants by

Deadline: **THURSDAY, SEPTEMBER 25, 2025 BY 5:00 P.M.**

ALL REQUIRED DOCUMENTS SHOULD BE SUBMITTED AT THE TIME OF APPLICATION DEADLINE. RESUME, COVER LETTER, AND 3 REFERENCE LETTERS (REFERENCE LETTERS MUST INCLUDE SIGNATURE AND NOT OLDER THAN 18 MONTHS, COPY OF HIGH SCHOOL DIPLOMA OR EQUIVALENT AND TYPING CERTIFICATE (NO ONLINE CERTIFICATION)).

DUTIES AND RESPONSIBILITIES: Under limited supervision, perform a variety of support services in maintaining day to day operations of school office or the special education department; perform responsible and complex secretarial duties. Coordinate activities in a school office or the special education department. Perform responsible and complex secretarial duties including but not limited to: manipulating and maintaining computer data base information systems, maintaining filing systems and record keeping; schedule appointments and maintain calendar; and open and distribute mail appropriately. Assist in development and monitoring of site or departmental budget as directed; organize budget and financial material to monitor expenditures and maintains accurate fiscal records; maintains a variety of files and site accounts and ledgers. Provide public relations, customer service and coordinate communication regarding school or department activities. Serve as liaison between department personnel, District staff, parents, community, and service agencies. Greet, inform and direct visitors, staff and students, in person or over the telephone with courtesy and diplomacy. Ascertain nature of business and provide standard information related to area of assignment. Assist in providing translation and interpretation services for assigned program. Arrange meetings, notify participants, prepare materials and take minutes as directed. Draft letters, memorandums, purchase orders or other documents independently within scope of authority. Requisition, receive, store, inventory and distribute supplies and office materials; Reconcile purchase orders. Collect data and research and prepare federal and state reports as directed. Prepare employee attendance and payroll reports. Work as a team member. Attend meetings during regular working hours as required by the District. Perform other related duties as required. **DUTIES SPECIFIC TO SCHOOL SITE**

ASSIGNMENT: Collect, issue receipts, deposit and account for money collected in conjunction with fundraising and other school activities. Under general direction of the School Nurse, assist to ensure the proper security and administration of medications that are dispensed to students; administer basic first aid as necessary. Maintain emergency drill logs. **MINIMUM QUALIFICATIONS:** Experience: Three years of experience in increasingly responsible and complex secretarial work, preferably requiring frequent contact with the public. Education: High school diploma or equivalent Ability to: Communicate in English and Spanish effectively in oral and written form and to understand and follow oral and written instructions in an independent manner; type at a speed of 50 wpm with accuracy; multi task; work independently with limited supervision; establish and maintain cooperative working relationships with those contacted in the course of work; understand and implement laws and policies regarding confidentiality; operate a variety of office machines including computers, typewriter, calculator, copier, fax, communication radios; and other office machines and equipment; ability to make mathematical calculations with speed and accuracy.

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Step Advancement:

Employees shall be employed at the first step on the salary schedule and be advanced one step annually on the anniversary date of employment, the date of last salary step advancement, or in the case of a change. The District may assign employees to Step 3 due to recruitment problems or employee qualifications.

EMPLOYEE BENEFITS:

Longevity:

3% after 5 years
5% after 10 years
5% after 15 years
5% after 20 years
5% after 25 years
5% after 30 years

Vacation:

Years	1-4	10 days
	5-12	15 days
	13-16	16 days
	17	17 days
	18	18 days
	19	19 days
	20	20 days

Holidays: 15 paid holidays

Health Benefits: Alisal Union School District contributes toward the cost of employee plus family coverage for Medical, including prescription, Dental and Vision benefits.

District-paid employee coverage: Life insurance

Retirement: Public Employees Retirement System (PERS)

Sick Leave: 12 days per year

TO APPLY: IN-DISTRICT APPLICANTS need to submit an Interest Form, Resume, Cover Letter, 3 Professional Reference Letters (reference letter must include signature and not older than 18 months). **AUSD SUBSTITUTES AND OUT-OF-DISTRICT APPLICANTS** need to complete a Classified Application, Resume, Cover Letter, 3 Professional Reference Letters (reference letter must include signature and not older than 18 months).

Human Resources
ALISAL UNION SCHOOL DISTRICT
155 Bardin Rd., Salinas, CA 93905
(831) 753-5700 ext. 2017
www.alisal.org or apply online at www.edjoin.org

Note: Alisal Union School District will require proof of U.S. Citizenship, alien registration or authorization to work in the U.S. before an applicant may be appointed to any District position. All appointees will be required to complete a designated form and will be required to pass fingerprint clearance. Alisal Union School District prohibits discrimination, harassment, intimidation, and bullying in all district programs, activities, and employment based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. For issues related to discrimination, harassment, intimidation, bullying and Title IX complaints, contact AUSD Assistant Superintendent of Human Resources, Mr. Josue Diaz, 155 Bardin Rd., Salinas, Ca. Phone (831)753-5700.